



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 13 - 003

OPEN TO: All Bangladeshi Qualified Candidates

POSITION: Project Management Assistant (Education/Health),
FSN-08
(Salary approx. Tk. 56,307 per month)

**Depending on qualifications and experience,
Incumbent may be hired at a trainee grade (one
grade lower than the position grade.)**

OPENING DATE: January 27, 2013

CLOSING DATE: February 12, 2013

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Project Management Assistant (Education/Health)** in the Office of Population, Health, Nutrition, and Education (OPHNE).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired



at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

BASIC FUNCTION:

This Project Management Assistant position is located in the Office of Population, Health, Nutrition, and Education (OPHNE) which is responsible for design, implementation and achievement of USAID/Bangladesh's health and education-related Development Objective (DO): Health Status Improved. The primary purpose of the position is to provide programmatic, project management, and administrative support to technical/professional staff for education and health program activities that contribute to attaining the desired results under this DO. The incumbent will spend 50% of his/her efforts supporting our education programming, as well as coordinating and managing the office's education portfolio, to include significant administrative functions. The remainder of his/her time will be spent coordinating and managing the office's health portfolio, to include administrative support. The position will support USDH OPHNE Office Director, Deputy Director, and the education team in program monitoring, implementation, and reporting.

MAJOR DUTIES AND RESPONSIBILITIES:

Program/Project Management Support:

The Project Management Assistant drafts, prepares and processes project documentation related to normal activity and activity planning, including: procurement requests, implementation letters, waivers, correspondence, briefing papers, memoranda and other program documents as required for the OPHNE Team. Such documents may include internal memos, annual report narratives, letters to the government and NGO counterparts, site reports, technical papers, budgetary tables, statistical information and matrices containing technical terminology and other numeric data. S/he also prepares draft and final documents using computer software such as Microsoft Word, PowerPoint, and Excel. S/he manipulates data, as appropriate, and prepares final versions of documents. S/he undertakes site visits and monitors project progress on the ground, and in so doing, identifies and reports on implementation problems or delays. S/he prepares written reports on site conditions to provide feedback and suggest changes and corrective measures to the AORs/CORs. S/he collects expenditure information and prepares accrual information, compiles financial reports and presents them to the Project Management Assistant-Finance for OPHNE team reports to PRO and FM.



Data Analysis and Reporting (M&E):

The Project Management Assistant is responsible for monitoring the compliance of all OPHNE education programming. In this regard, s/he: Ensures that compliance systems are in place at the project level; reviews relevant job-aids and tools developed by OPHNE projects; makes field visits as necessary to review the implementation of these systems and monitors for compliance; maintains all relevant documents and files; develops a database to monitor compliance of each project; and, prepares files and arranges logistics for audits, if necessary.

The incumbent coordinates and manages the collection of participant training data from OPHNE implementing partners and ensures that data entry into the TrailNet 2 program has been completed in a timely and accurate fashion. S/he is responsible for analyzing participant data and replies to Program Office queries on participant training. The incumbent updates and briefs partners on changes to the Mission policies and procedures that effect participant training and ensures that contractors follow proper procedure when sending participants on overseas training. S/he acts as an alternate Mission Visa Compliance System (VCS) verifier when needed.

Design and Implementation Documentation:

The incumbent ensures that OPHNE activities comply with all mandatory gender requirements as per the ADS and that a gender analysis is conducted during the activity design and documented during implementation. The incumbent ensures that gender is appropriately considered as an evaluation factor in new awards and that monitoring and evaluation plans include monitoring of gender-related performance. S/he assists other team/office members in the proper analysis, integration, and monitoring of gender considerations into the portfolio of activities.

S/he manages the Value-added Tax (VAT) exemption program for all PHNE education projects. S/he coordinates with PHNE education implementing partners, Executive and Program Offices and others to ensure that bilateral PHNE projects receive VAT refunds from the host government. This includes ensuring an adequate supply of VAT coupons and monitoring the use to be certain the coupons are used as instructed by NBR. S/he provides technical assistance to partners and Ministry of Education and Health on VAT issues as needed.

Administrative/Procurement:

The Project Management Assistant reviews plans with education implementing partners and technical advisors in OPHNE, providing administrative functions relevant to program monitoring, implementation, and reporting. S/he takes



the lead in forecasting and placing new orders for commodities critical to achieving the strategic objective. S/he coordinates with the PHNE communication team, PRO DOC, and education and health implementing partners to assist with public events and messaging.

Other Responsibilities:

The incumbent is responsible for operating USAID information systems and information security to a level of “Separation of Duties”, “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its Sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

- 1. Education:** Completion of secondary school is required. Bachelor degree in Social Science or related field which provides skills to understand and analyze project management, implementation issues, monitoring and evaluation and gender issues is desirable. *(You must attach a copy of your certificate along with your application form.)* **15 points**
- 2. Prior Work Experience:** At least three to five years of progressively responsible experience in development assistance or related work is required. At least 2 years of experience in a donor agency or family



planning service delivery program is desirable. A post-graduate degree in Public Health can be substituted for three years of experience. **35 points**

3. **Knowledge:** A sound knowledge of the nature and goals of development assistance in the area of education. A broad understanding of Bangladesh's economic, social, cultural and political characteristics. Good working knowledge of the objectives and methodology of development assistance in relation to project management; monitoring and evaluation; budgeting; reporting; project documentation; and gender issues. **25 points**
4. **Skills and Abilities:** Ability to learn quickly and work with a minimum of immediate supervision. Ability to use personal computers and Microsoft Office software. Must be able to obtain, organize and analyze data and to prepare accurate, precise and well-organized reports and statistical charts. Strong interpersonal skills are required. Must be able to develop and maintain working-level contacts with the Government, NGOs and other private sector agencies. **25 points**

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV (Fluent) English proficiency is required. Fluent in native language “Bangla” proficiency is required.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written



technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS-174](#)

All Bangladeshi applicants must complete and sign the application form (OF-612 or DS-174) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.

I) A passport size photograph (taken within six months),

II) A copy of educational or trade school certificate.

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- By Hand with No Sealed Envelope at the South Barrier of the U.S. Embassy

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-*



laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.